



## CITY OF EUREKA City Attorney

531 K Street Eureka, California 95501-1165

(707) 441-4147

Robert N. Black  
City Attorney  
[rblack@ci.eureka.ca.gov](mailto:rblack@ci.eureka.ca.gov)

Autumn E. Luna  
Assistant City Attorney  
[aluna@ci.eureka.ca.gov](mailto:aluna@ci.eureka.ca.gov)

Christine L. Lopez  
Legal Assistant  
[clopez@ci.eureka.ca.gov](mailto:clopez@ci.eureka.ca.gov)

---

July 9, 2019

VIA EMAIL

Dan Rubins  
MuckRock News  
[57840-01734092@requests.muckrock.com](mailto:57840-01734092@requests.muckrock.com)

Re: Public Records Request Dated June 20, 2019

Dear Mr. Rubins:

The City is in receipt of your Public Records Act ("PRA") request dated June 20, 2019, and received on same day via telephone call from Kera (908-894-4965) and email to City Attorney ([cattorney@ci.eureka.ca.gov](mailto:cattorney@ci.eureka.ca.gov)).

Your June 20, 2019 PRA request seeks:

1. "Any and all executed contracts, memorandums of understanding (MOUs), and other equivalent agreements that are currently active, or were active within the last two years, other than standard employee agreements. Please provide a copy of the executed document as well as any addenda, amendments, attachments, exhibits, materials, and schedules.
2. Any and all contract template documents, for example, employee agreements, vendor agreements, master services agreements, nondisclosure agreements, or interagency cooperation contracts.
3. General policies and procedures for contract administration, including training materials and records used to instruct members of your agency in contract administration.
4. Any available process narratives, audit reports, or findings regarding contract administration covering the last two years."

On July 1, 2019, pursuant to Government Code §6253(c), the City extended by fourteen (14) days the time limit within which to make a determination as to which records located, if any, are both responsive to your request and disclosable.

However, the City did produce items related to Request No. 1 and provided you with an excel sheet listing the last two years of executed contracts, memorandums of understanding (MOUs), and other equivalent agreements that are currently active, or were active. The excel sheet included links to view some of the agreements.

The City received your follow-up email dated July 3, 2019, wherein you acknowledged receipt of the City's PRA Response and your offer for the City to provide monthly updates of agreements.

The City has now finished a review of all records related to your request and is providing them to you this date as follows:

**Request No. 1:** The City is providing you this date an excel sheet listing the last two years of executed contracts, memorandums of understanding (MOUs), and other equivalent agreements that are currently active, or were active. The excel sheet includes links to view some of the executed contracts, MOUs and other equivalent agreements, along with supporting documents, which includes any addenda, amendments, attachments, exhibits, materials and schedules. The City requires additional time to complete the task of providing links to the remaining items. As per your July 3, 2019 email, the City will provide an updated excel sheet prior to August 9, 2019.

Please follow the link to view the above-referenced excel sheet:

<https://transfer.ci.eureka.ca.gov:5252/sharing/VSKsrLIB8>

**Request No 2:** As per the City's Policy and Procedures §1.63, "All contracts, agreement, conveyances or other transactions shall be approved as to form by the City Attorney prior to being placed on the City Council agenda." We are providing you this date a copy of the City's Policy and Procedures §1.63, along with some templates related to your request. However, please be advised that the City Attorneys review and at times request changes to all contracts and agreements prior to execution. Please follow the link to view the documents:

<https://transfer.ci.eureka.ca.gov:5252/sharing/I3iVPZDeT>

**Request No. 3 and 4:** Please narrow your request to more reasonably describe and identify the records that you would like copied. Based on the volume of your request, we anticipate the cost will be substantial and would require a deposit of fees prior to duplication. See Gov. Code §6253.

Sincerely,



Autumn E. Luna  
Assistant City Attorney, City of Eureka

AEL:cll

cc: City Clerk